

DEED RESTRICTIONS FAQ

WEBSITE: www.houstontx.gov/legal/dr-faq.html

Deed Restriction Hotline: 713-437-6769

The following are some of the most frequently asked questions (and answers) received by members of the Deed Restriction Enforcement Team regarding deed restriction matters and the City of Houston's authority to enforce them:

Q1: Why is the City's Legal Department involved in the enforcement of deed restrictions? Doesn't the City of Houston have zoning?

A1: The City of Houston is not zoned. Therefore, it is in the City's interest to help with the enforcement of recorded deed restrictions for the protection of persons who purchase property in restricted subdivisions, for the benefit of all residents, citizens, and taxpayers of the City, and to promote the health, safety, morals, and general welfare of the City. "NO-ZONING LETTER" available at: www.houstontx.gov/planning/DevelopmentRegs/nozoning.pdf

Q2: Is there one set of recorded deed restrictions for the entire City of Houston?

A2: No -- deed restrictions adhere to subdivision lines. Example, the recorded deed restrictions for Oak Forest subdivision are valid for only those lots located within the platted area of that particular subdivision. Also note that within the platted subdivision, there could also be the possibility of different sections.

Q3: How do I get a copy of my deed restrictions?

A3: For most people living in the City of Houston, their property is located in Harris County, so please contact the Harris County Clerk's Office at (713)755-6411 and request a copy. They are located at 1001 Preston (Harris County Administration Building), fourth floor, downtown. If your property is not located in Harris County, then contact the clerk's office of the county where the property is located within (example: the Montgomery County Clerk's Office would be the custodian-of-records for deed restriction records for properties located in Montgomery County) and request a copy of the recorded deed restrictions. Each county charges a nominal fee for copies. A helpful hint - try and have the property's legal description (lot & block number, as well as the name of the subdivision where the property is located) when requesting the records.

Q4: Who can lodge a complaint regarding an alleged deed restriction violation?

A4: Any resident of the City of Houston can lodge a complaint with the Deed Restriction Enforcement Team - an individual, a neighborhood group, or a civic club representative. Please note that we will stay in contact with the complainant and if the matter goes to court, then we will request that the complainant appear as a witness for the City of Houston.

Q5: Does an abandoned vehicle qualify as a deed restriction violation that the Deed Restriction Enforcement Team can help with? How about a property that has an excessive amount of junk or debris on it?

A5: No -- however, these matters do fall under the City's nuisance ordinances and can be reported to the Planning & Development Department's Neighborhood Protection Team by calling 311. The citizen will be given a tracking number. To check on the status of such complaint, the citizen should call 311 again and relate the tracking number. To speak to Neighborhood Protection directly, a citizen may call 713.218.5500.

Q6: How much does it cost to have the Deed Restriction Enforcement Team pursue a complaint?

A6: \$0 -- there is no fee charged.

Q7: After lodging a complaint, what further involvement is needed from the person making the complaint?

A7: The Deed Restriction Enforcement Team relies on the complainant to keep it informed as to the daily activity of the violation. And if necessary, when the City takes the property owner and/or tenant to court, the complainant will be asked to appear as a witness at trial for the City. See our section on what the City needs to prove a deed restriction violation for more detailed information.

Q8: Can an attorney from the Deed Restriction Enforcement Team give advice to a private citizen or civic club regarding interpretation of recorded deed restrictions? Is that same attorney available to directly help residents of a subdivision renew/revise/or extend recorded deed restrictions?

A8: No -- attorneys from the City's Legal Department may not give advice or offer an opinion (examples: interpret language in a legal document or provide advice on legal procedures) to private citizens or civic clubs. Individuals and organizations must seek out the services of a private attorney.

Q9: Is the amount of time that a violation has existed a factor in determining whether the City of Houston can pursue a property owner for violation of deed restrictions?

A9: Yes -- if the property in question has been in continuous violation of deed restrictions since prior to August 1965, then the City cannot pursue a lawsuit to enjoin (stop) the violation. However, if the violation started after that date, the City does have statutory (meaning it has been given to the City by the Texas Legislature) authority to pursue a lawsuit to enjoin (stop) the violation.

Q10: What is needed by the Deed Restriction Enforcement Team to prove that a violation of deed restrictions is occurring?

A10: Photographs, eyewitnesses, logs of activities, and documentary evidence are all examples. See our section on what the City needs to prove a deed restriction violation for more detailed information. We also have a downloadable activity log form that can be used by complainants.

Q11: How does the process work in regards to lodging a complaint?

A11: Once the Deed Restriction Enforcement Team receives a complaint, through the mail, from a Council Member, or on the Deed Restriction Hotline, it obtains (through its own title plant) copies of the recorded warranty deed and deed restrictions for the property where the alleged violation is occurring (this is where the City establishes who owns the premises, that the property in question has valid deed restrictions, and that the activity being complained about is in fact prohibited by the deed restrictions);

An investigation is performed (using the Deed Restriction Enforcement Team's own investigators and members of other City departments) to establish that the activity being complained about is in fact taking place*; and

The matter then goes before a staff meeting of attorneys from the Deed Restriction Enforcement Team where the recorded deed restrictions, evidence (or lack of), and other essential factors are examined. It is at this point in the process that the decision is made to (A) send the property owner / tenant a Notice Letter informing him/her that he/she is in violation of the recorded deed restrictions, (B) send the original complainant a letter stating that the file will be closed and the corresponding reasons, (C) or that the matter needs further investigation. Before a lawsuit is filed against a property owner / tenant to enjoin (stop) him/her from violating the deed restrictions, the file is again taken to a staff meeting to ensure that there are sufficient witnesses (these can be neighbors affected by the activity, City investigators, or others with first-hand knowledge of the violation), and supporting evidence.

- Please note that any assistance from the community (this could be the original complainant, the local civic club or homeowners' association, or any individual living in the affected subdivision) is greatly appreciated and an essential part of the Deed Restriction Enforcement Team's investigation.
- **Please contact the Deed Restriction Hotline at 713.437.6769.**

FINANCING RESOURCES

HOUSTON ONE STOP BUSINESS CENTER, P.O. Box 1562, Houston, Texas 77251, Ph. 713-247-2982

THE ONE STOP BUSINESS CENTER NEITHER ENDORSES NOR RECOMMENDS THE PROGRAMS LISTED BELOW, AND PROVIDES THIS GENERAL LIST AS A PUBLIC SERVICE. AGENCIES WITHOUT TDD NUMBERS CAN BE REACHED BY DIALING 7-1-1 (RELAY TEXAS). AGENCIES LISTED ALPHABETICALLY.

ACCION TEXAS (San Antonio-based) 1-888-215-2373

www.acciontexas.org

ACCION Texas provides credit to people with "micro" businesses who do not have access to loans from commercial sources. Loans help stabilize business income and create additional employment. Clients of ACCION Texas typically have lower than average incomes, with a median household income of \$28,800 for a 3-person household. The median asset level of clients' businesses is less than \$5,000. As of December 1996, 76% of ACCION Texas clients were minorities; 64% were Hispanic. Nearly 30% are taxi drivers and 12% are in the food retail industry. Call for details.

BUSINESS CONSORTIUM FUND (BCF) c/o HOUSTON MINORITY BUSINESS COUNCIL: 713-271-7805

www.hmbc.org/benefits/consortium.asp

The BCF is a non-profit minority business development program providing working capital funds to certified businesses (by HMBC). Loans are made at approximate prime rate and range from \$50,000 to \$500,000. Term is a maximum of four years. Loans finance contracts between certified companies which have a contract or a purchase order with a corporate member of the HMBC, where working capital is required to supply the goods or services. Participation in the loan is 75% BCF and 25% Certified bank lender. Ask also about the "Money Match" referral service.

CITY OF HOUSTON ECONOMIC DEVELOPMENT PROGRAMS: 713-837-7701

www.ci.houston.tx.us/departme/planning/planning_dev_web/economic_dev/abt_eco_dev.htm

The Economic Development and Revitalization Division works to provide communities and businesses with access to tools that help strengthen and sustain the local economy. Incentive programs are available to encourage business and industry to choose Houston when making expansion or relocation decisions. Programs administered include Tax Abatement, Brownfield Redevelopment, Development Tax Abatement, Redevelopment Tax Abatement, Residential Tax Abatements, Enterprise Zones, Enhanced Enterprise Communities, Tax Increment Reinvestment Zones (TIRZs), Public Improvement Districts, Historic Tax Exemption, and Municipal Management Districts.

CORPORATION FOR ECONOMIC DEVELOPMENT OF HARRIS COUNTY: 281-590-5600

www.cedhc.com/loan.htm

11703 ½ Eastex Frwy, Houston. CEDHC provides financial and technical assistance to businesses. The CEDHC service area includes Harris, Fort Bend, Montgomery, Waller, Liberty, Brazoria, and Galveston counties.

MICROLOAN PROGRAM: MicroLoans are fixed rate loans ranging from \$500 to \$25,000. These loans are made directly from CEDHC and are available to start-up or existing businesses.

BUSINESS DEVELOPMENT LOAN FUND: All loans are on a participation basis, with the BDLF providing up to ½ of \$250,000 or the total loan request in combination with private lender commitments. All loans are made in tandem with a lender. A letter of commitment from the participating lender(s) is required before CEDHC may process a loan application. The maximum CEDHC commitment to each project is \$250,000.

SBA504 LOAN PROGRAM: Although the total size of projects using CDC financing is unlimited, the maximum amount of CDC participation in any individual project is \$750,000 (or \$1 million for some projects). Typical projects range in size from \$500,000 to \$2 million. The average is \$1 million. The minimum amount of CDC participation is \$50,000. A \$25,000 debenture may be approved in special cases.

EX-IM BANK: 281-721-0465 or 800-565-3946

www.exim.gov/products/index.html

1880 S. Dairy Ashford II, #585. Pre-Export Financing To Help U.S. Exporters Maximize Borrowing Potential. Ex-Im Bank's working capital financing enables U.S. exporters to obtain loans to produce or buy goods or services for export. These working capital loans, made by commercial lenders and backed by our guarantee, provide you with the liquidity to accept new business, grow your international sales and compete more effectively in the international marketplace.

FOUNDATION CENTER: 800-424-9836

www.fdncenter.org

The Foundation Center provides a full line of services and reference materials for new and existing **NON-PROFIT** organizations and businesses.

HOUSTON SMALL BUSINESS DEVELOPMENT CORPORATION (HSBDC): 713-845-2400

www.hsbdc.org

5330 Griggs Rd. The Houston Small Business Development Corporation (HSBDC), a non-profit 501(c)3 organization was established in 1986 by the City of Houston for the purpose of making loans to small businesses. The organization's mission is to stimulate economic growth, combat community deterioration, and foster employment opportunities for low to moderate income citizens. The HSBDC makes Micro-Enterprise and Small Business loans to expanding businesses and works closely with banks and commercial lenders to provide affordable "gap financing". Prospective borrowers, as well as aspiring entrepreneurs, can also take advantage of an array of support services including business planning assistance, office space rental, computer labs, workshops, and much more at the corporation's 160,000-square-foot business complex, the Business Technology Center.

HOUSTON-GALVESTON AREA LOCAL DEVELOPMENT CORPORATION: 713-627-3200

www.h-gac.com/HGAC/Programs/Economic_Development/default.htm

3555 Timmons Lane, #500. Small Business Administration (SBA) 504 Loans. The Houston-Galveston Area Local Development Corporation participates only with the SBA 504 program. We do not offer any assistance pertaining to other non-SBA programs. This allows us to concentrate on the SBA 504 program and provide the best possible service for our clients.

HOUSTON TECHNOLOGY CENTER: 713-658-1750

www.houstontechcenter.org/home/index.asp

410 Pierce St., Houston, TX 77002. The Houston Technology Center (HTC) is a business accelerator and resource center dedicated to supporting, promoting and assisting entrepreneurs and emerging companies emanating from greater Houston's key technology sectors: energy, life sciences, information technology and NASA-originated technology. The HTC provides entrepreneurs and Client Companies with efficient and cost-effective access to a broad network of HTC's leading professional service firms, venture capitalists and mentors. Entrepreneurs also benefit from exposure and networking opportunities provided by HTC events and activities. Guidance from experienced professionals and exposure to other entrepreneurs are also key benefits. The venture capital network and the Houston Angel Network grant entrepreneurs access to necessary capital while providing investors around the nation direct access to Houston-based deal flow.

SMALL BUSINESS INNOVATION RESEARCH PROGRAM- SBIR: 713-773-6527 or 202-205-6450

www.sba.gov/sbir

C/O SBA, 409 SW Washington D.C. 20416. The U.S. SBIR Program provides federally-funded grants to businesses involved in high-tech research and development. Grants of \$50,000+ are available as part of a three-phase funding cycle.

TEXAS DEPARTMENT OF HEALTH FUNDING INFORMATION CENTER: 1-888-963-7111

www.dshs.state.tx.us/fic/default.shtm

The FIC lists public and private funding opportunities available to **registered 501(C)(3) NON-PROFIT organizations** and businesses which provide health related services in Texas. Organizations receive updates on funding opportunities and contracts, as well as a calendar of deadlines.

TEXAS ECONOMIC DEVELOPMENT FINANCE PROGRAMS: 512-936-0100

(administered by the Texas Dept. of Economic Development)

www.tded.state.tx.us/Incentives.htm

Texas Capital Access Fund: The Texas Capital Access Fund was established to increase the availability of financing for businesses and nonprofit organizations that face barriers in accessing capital. Through the use of the Capital Access Fund, businesses that might otherwise fall outside the guidelines of conventional lending may still have the opportunity to receive financing. The essential element of the program is a reserve account established at the lending institution to act as a credit enhancement, inducing the financial institution to make a loan.

Linked Deposit Program: The State of Texas Linked Deposit Program ("Linked Deposit Program") was established to

encourage lending to historically underutilized businesses, child care providers, non-profit corporations, and/or small businesses located in an Enterprise Zone by providing lenders and borrowers a lower cost of capital.

Industrial Revenue Bond Program: The State of Texas Industrial Revenue Bond Program is designed to provide tax-exempt financing to finance land and depreciable property for eligible industrial or manufacturing projects. The Development Corporation Act allows cities, counties, conservation and reclamation districts to form non-profit industrial development corporations or authorities on their behalf. The purpose is to issue taxable and tax-exempt bonds for eligible projects in their jurisdictions.

Enterprise Zone Program: The purpose of the Texas Enterprise Zone Program is to encourage job creation and capital investment in areas of economic distress. The program provides communities with an economic development tool to offer state and local incentives and program priority to new or expanding business in these designated areas.

U.S. SMALL BUSINESS ADMINISTRATION (SBA) Community Express Loan Program
713-773-6500 or TDD: 713-773-6559

SBA LOANS- www.sba.gov/financing/sbaloan/snapshot.html

COMMUNITY EXPRESS- www.sba.gov/financing/lendinvest/comexpress.html

8701 S. Gessner, #1200. CommunityExpress is a pilot SBA loan program that was developed in collaboration with the National Community Reinvestment Coalition (NCRC) and its member organizations. Under the pilot, which is available to selected lenders, an SBAExpress like program will be offered to pre-designated geographic areas serving mostly Low and Moderate Income areas and New Markets small businesses. The program will also include technical and management assistance, which is designed to help increase the loan applicant's chances of success.

OTHER FINANCING RESOURCES & TERMS

FACTORING (or Invoice Factoring):

Factoring is the discounted purchase of a company's accounts receivable. The accounts receivable are purchased by the factoring company, which assumes the credit risk associated with collection. By selling accounts receivable, a business need not wait until the account is paid to get cash for working capital. Upon purchasing a company's invoices, the factor advances 60 to 85% of the invoices' face amount. Upon receipt of payment, the remaining 15-40% is remitted back to the client less the factor's discount fee. Factors are private finance companies. Thoroughly investigate the factor before making a selection.

SBIC:

www.sba.gov/INV/overview.html

Small Business Investment Companies (SBIC's) supply equity capital, long term loans and management assistance to qualified small businesses. SBIC's use their own capital and funds borrowed from the SBA to provide financing to small businesses in the form of equity securities and long-term loans. SBIC's are profit-seeking organizations that select businesses to be financed within rules and regulations set by the SBA. Specialized SBIC's (SSBIC's) are a particular type of SBIC that provide assistance solely to small businesses owned by socially or economically disadvantaged persons. To obtain a copy of the SBA's "Directory of SBIC's" call 800/8-ASK-SBA.

(PAGE IS INTENTIONALLY BLANK)

SELLING GOODS & SERVICES / BID INFORMATION

HOUSTON ONE STOP BUSINESS CENTER, P.O. Box 1562, Houston, Tx. 77251, Ph. 713-247-2982

THE AGENCIES BELOW PURCHASE PRODUCTS AND SERVICES FROM BUSINESSES. CALL FOR INFORMATION, BID POSTING DATES, PROCEDURES, AND COMMODITY LISTINGS. THE TX DEPT OF INSURANCE MAINTAINS A LIST OF COMPANIES LICENSED TO WRITE FIDELITY AND SURETY BONDS IN TX. CALL 800-252-3439 FOR INFO.

MBE-MINORITY ENTERPRISE; **WBE**- WOMEN'S ENTERPRISE; **DBE**-DISADVANTAGED ENTERPRISE; **PDBE**-PERSONS WITH DISABILITIES ENTERPRISE; **HUB**-HISTORICALLY UNDERUTILIZED BUSINESS.

MBE/ WBE/ DBE CERTIFICATION PROGRAMS

COH MINORITY, WOMEN, & DISADVANTAGED BUSINESS ENTERPRISE PROGRAM 713-837-9000

611 Walker, 7th Floor. Certification program for MBE/WBE/DBE/PDBE businesses competing for city contracts. Free pre-certification workshops are held each Thursday. The City of Houston and the Houston Minority Business Council now recognizes each other's certification.

HOUSTON MINORITY BUS. COUNCIL	713-271-7805
HISD OFC OF BUS. ASSISTANCE	713-737-1520

COH STRATEGIC PURCHASING DIVISION 713-247-1740

LOCATION: 901 Bagby St., Basement Level
HOMEPAGE: www.houstonpurchasing.org
FAQ www.faspd.ci.houston.tx.us/faqs.htm
BID HOTLINE 713-247-BIDS (2437)

The City of Houston has designated Strategic Purchasing as the regulatory office for buying products and services. SPD is the main entity within city government that is authorized to issue bid invitations, proposals authorize price changes, process/ release purchase orders, develop and maintain term contracts. Activities involve the procurement of goods and services amounting to more than \$350 million annually. SPD supports the policy of the City of Houston to stimulate the growth of local minority and women-owned business enterprises (M/WBE) by encouraging their full participation in all phases of it's procurement activities and by affording them a full and fair opportunity to compete for all City contracts, either as a prime or sub-contractor.

HARRIS/ FT BEND COUNTIES

HARRIS CO. APPRAISAL DISTRICT	713-957-5214	HARRIS CO. HOSPITAL DISTRICT	713-566-6890
HARRIS CO. HOUSING AUTHORITY	713-747-0353	HARRIS CO. PURCHASING DEPT.	713-755-5036
FORT BEND COUNTY PURCHASING DEPT.	281-341-8640		

STATE OF TX PURCHASING OFFICES (CMBL / HUB / QISV PROGRAMS)

Statewide Bidders List (www.tbpc.state.tx.us/elec_comm/vendor_info.html)

A web -based vendor, publicbuy.net is managing the Centralized Masters Bidders List (**CMBL**). The company's program is known as BASIC and is operated through the publicbuy web site. Registered bidders (HUB, Non-HUB and QISV vendors) who have paid a \$50 annual fee will receive notification of bid opportunities. For more info. Call 512-463-3416.

Historically Underutilized Businesses (HUB) (www.tbpc.state.tx.state.tx.us/hubindex.html)

Certified businesses that are at least 51% owned, operated, and controlled by qualifying groups which includes American Women,

Asian Pacific, Hispanic, Native , and African Americans. For more information and HUB offices, contact 512-463-5872.

Qualified Information System Vendor (QISV) Program (www.gsc.state.tx.us/stpurch/qisv.html) Used in the purchasing of computer-related and telecommunications products. QISV vendors must be approved, have an electronic web site catalogue, and are active on Statewide Bidders List. For information regarding the QISV program contact 512-463-3567.

UTILITIES & TRANSPORTATION

CENTERPOINT ENERGY PURCHASING	713-207-5900	ENTERGY	409-827-5113
METRO PURCHASING	713-739-6829	UNION PACIFIC RAILROAD	402-280-7118
SOUTHWESTERN BELL TELEPHONE	800-870-0958		

* **NOTE-** Municipal Utility Districts publish legal notices concerning large bids. For a list of Harris County MUD's contact the Harris County Appraisal District at 713-683-9200.

U.S. GENERAL SERVICES ADMINISTRATION (713-643-8000)

www.fedbizopps.gov

Public Building Services (PBS) has served as builder, developer, lessor, and manager of Federally owned and leased properties. For more information on PBS go to www.gsa.gov/pbs

Federal Technology Services (FTS) delivers a full range of high quality telecommunications, information technology systems, hardware and software, consulting services, information security services and products, and integrated technology solutions. For more information on FTS go to www.fts.gsa.gov

Federal Supply Services (FSS) is responsible for GSA's supply procurement, motor vehicle procurement and leasing, fleet management services, travel and transportation services, and personal property utilization and disposal programs. For more information on FSS go to www.fss.gsa.gov

INDEPENDENT SCHOOL DISTRICTS & RELATED AGENCIES

HOUSTON ISD	713-892-6940	ALDINE ISD	713-985-6396
ALIEF ISD	713-498-8110	CLEAR CREEK ISD	281-338-5814
CONROE ISD	936-441-9297	CYPRESS FAIRBANKS ISD	713-897-3848
FORT BEND ISD	281-634-1801	FRIENDSWOOD ISD	713-482-1267
GALENA PARK ISD	713-450-4369	HUMBLE ISD	713-540-5975
KATY ISD PURCHASING	281-396-6260	KLEIN ISD	281-376-4180
LAMAR CONSOLIDATED ISD	281-341-3555	LA PORTE ISD	713-842-2223
NORTH FOREST ISD	713-636-4321	PASADENA ISD	713-920-6841
PEARLAND ISD	713-485-3203	SHELDON ISD	713-459-7316
SPRING ISD	713-587-3931	SPRING BRANCH ISD	713-365-5223
TOMBALL ISD	713-357-3100	REGION IV EDUCATION SERVICE CENTER	713-462-7708

OTHER PURCHASING OFFICES

HOU. CONVENTION & VISITORS BUREAU	713-227-3100	HOUSTON HOUSING AUTHORITY	713-260-0551
HOUSTON COMMUNITY COLLEGE	713-866-8320	RELIANT PARK	832-667-1400
MEMORIAL CARE SYSTEMS	713-776-5390	N. HARRIS MONTGOMERY CC	713-591-3538
PORT OF HOUSTON AUTHORITY	713-670-2460	SPACE CENTER HOUSTON	281-244-2105
ST. LUKE'S EPISCOPAL HOSPITAL	713-791-2230	TEXAS CHILDREN'S HOSPITAL	713-770-2122
TEXAS SOUTHERN UNIVERSITY	713-313-7349	UNIVERSITY OF HOUSTON, Downtown	713-221-8607
UNIVERSITY OF HOUSTON CLEAR LAKE	281-283-2150	UNIVERSITY OF HOUSTON MAIN CAMPUS	713-743-5671
COMPAQ CENTER (Sports Arena)	713-627-9470	GULF GREYHOUND PARK	800-275-2946
SAM HOUSTON RACE PARK	713-807-8846	HOUSTON WORKS/ JTPC	713-654-1919
TEXAS A&M UNIVERSITY	979-845-4534	HARRIS CO/HOUSTON SPORTS AUTH.	713-355-2164
MINUTE MAID PARK (Astros)	713-259-8026		

PROCUREMENT SERVICES & BONDING

TEXAS INFORMATION PROCUREMENT SVC. (UHSBDC)	713-752-8477
NATIONAL ASSOC. OF SURETY BOND PRODUCERS	202-686-3700
SBA SURETY BOND GUARANTEE PROGRAM	214-767-7663

TECHNICAL / MANAGEMENT RESOURCES I

HOUSTON ONE STOP BUSINESS CENTER, P.O.Box 1562, Houston, Tx. 77251; Ph. 713-247-2982

FOR NEW BUSINESSES

IRS SMALL BUSINESS TAX WORKSHOPS 713-209-3543

www.irs.gov/businesses/small/article/0,,id=99175,00.html

8701 S. Gessner, #600. The U.S. Internal Revenue Service offers FREE "Small Business Tax Workshops" weekly on Thursdays, (and some Mondays) covering business tax returns, tax benefits and obligations. For electronic filing info, call 281-721-7435. Inquire about Spanish presentations.

SCORE- SERVICE CORPS OF RETIRED EXECUTIVES 713-773-6565

www.scorehouston.org

8701 S. Gessner. #1200. A service sponsored by the U.S. Small Business Admin. FREE counseling is provided by retired business owners and managers. SCORE sponsors the workshop, "Basics of Running a Small Business" (\$25 reg., \$3 parking), held at the University of Houston twice monthly. SCORE also operates the SBA's BUSINESS SERVICE CENTER which provides information on SBA loan guarantee programs and the Business Information Center (BIC). The national SCORE office provides a new E-MAIL COUNSELING service off the SCORE web page. SCORE also services the Palm Center Business Information Center (BIC)- call 713-643-8000.

TSU ECONOMIC DEVELOPMENT CENTER 713-313-7785

www.tsu.edu/academics/business/

3100 Cleburne Ave., Allen Bldg. #B-11. TSU sponsors programs on business development topics such as Business planning, technical and management assistance, marketing research, and community development projects.(FEES).

U.H. SMALL BUSINESS DEVELOPMENT CENTER 713-752-8400

www.sbdcnetwork.uh.edu/

2302 Fannin, #200. *Join the multiple thousands of small businesses that have prospered and grown with the help of the University of Houston Small Business Development Center (UH SBDC). Since 1984, UH SBDC has provided businesses assistance in the areas of business management, government procurement, international trade and manufacturing. Expertise is available to entrepreneurs in the start-up mode as well as to experienced business owners who want to take their companies to the next level.*

AGENCIES PROVIDING SPECIALIZED SERVICES

AMERICAN PRODUCTIVITY & QUALITY CENTER 713-681-4020

www.apqc.org

123 N. Post Oak Lane. The non-profit APQC offers instruction in Benchmarking and Total Quality Management (TQM), in addition to presenting seminars for **EXISTING** companies, training programs, and advisory services. The APQC also has an extensive library available for Center members and public memberships.

BETTER BUSINESS BUREAU OF METROPOLITAN HOUSTON 713-868-9500

www.bbbhou.org

1333 West Loop South, Suite 1200, Houston, Texas 77027. The BBB is a non-profit corporation which provides numerous support and technical services for its business members, as well as the public. The BBB publishes a membership directory, has a series of "How-To" brochures, and seminars and workshops for members and non-members.

BBB- Brazoria Co. - 979-849-6748 www.bbbbrazoria.org
BBB- Ft. Bend Co.- 281-261-1872 www.bbbfortbend.org
BBB- Montgomery Co.- 281-292-7523 www.bbbmontgomery.org

BUSINESS & TECHNOLOGY CENTER 713-845-2400

www.hsbdc.org

5330 Griggs Road. Through the Business Technology Center (BTC), a 140,000 square foot complex, the HSBDC provides a variety of support services designed to enhance small business ventures including, small business incubator services, management and technical assistance, and below market rate loans. These programs within the Business Technology Center, along with specialized literacy, occupational and apprenticeship training programs that are also available, represent a comprehensive effort to provide small and emerging businesses with the support required for growth.

EXECUTIVE SERVICE CORPS OF HOUSTON 713-780-2208

www.eschouston.org

The Executive Service Corps of Houston (ESCH) provides high quality management consulting services, at no cost, to nonprofit charitable organizations, including governmental and educational entities, using the talents, experience and energy of volunteer professionals, both active and retired. The ESCH conducts workshops and seminars to provide basic or introductory information on specific topics that are in high demand to small groups of clients such as Nonprofit Start-up and Grantwriting; Board Development; Conducting Effective Meetings; and Planning.

EXPORT ASSISTANCE CENTER - US INTERNATIONAL TRADE ADMIN. 713-718-3062

www.ita.doc.gov/td/tic

500 Dallas, Suite 1160. The ITA assists in exporting, including licensing, financing, statistics, market research and analysis, and education for existing businesses. Ask for pamphlet, "Export Programs: A Business Directory of U.S. Government Services". **For information on Federal export resources, call the Trade Information Center (TIC) toll-free at 800-872-8723 or 800-USA-TRADE.** The TIC also has telephone numbers for country desk officers who answer questions on a taxes, trade policies, and regulations.

HOUSTON COMMUNITY COLLEGE NORTHWEST 713-718-5722, Call for Locations

www.hccs.cc.tx.us/nwcollege/index.html

HCC-N provides professional continuing education in business, computers, real estate, and for health care professionals. Call for class dates, times, locations, and fees. Free catalog.

HOUSTON MINORITY BUSINESS COUNCIL 713-271-7805

www.hmbc.org

7322 SW Freeway, #1510. The non-profit HMBC enhances business opportunities and eliminates common barriers M/W/DBE's face in the marketplace. Offers educational and networking opportunities, as well as financing information for HMBC members.

HOUSTON MINORITY BUSINESS DEVELOPMENT CENTER 713-644-0821

www.houstonmbdc.com

2900 Woodridge, #310. The mission of the MBDC is to increase opportunities for minority businesses in the Houston area. The MBDC is a joint effort of Grijalva and Allen, PC; the Corporation for Economic Development of Harris Co.; the Hispanic Chamber of Commerce; and the Houston Minority Business Council. Services provided include, but are not limited to: Management training, Personnel policies, Marketing, Accounting and budgeting, Tax compliance and planning, Business planning, Site selection, Inventory control, ISO 9000/TQM, Feasibility studies, Loan packaging, Bonding assistance, Bid preparation, and others. Call for details and terms of service.

HOUSTON WOMENS BUSINESS COUNCIL 281-931-9988

www.hwbc-texas.org

9130 N. Freeway, #206, HWBC's purpose is to provide educational and other resources that foster growth and business opportunities between women business enterprises and major corporations. Membership is open to independent businesses that are at least 51% owned, managed, and controlled by women. To become a member, you must first be certified as a WE by the City of Houston (713-837-9000).

NEIGHBORHOOD TECHNICAL ASSISTANCE CENTER (NTAC), COH 713-837-7701

www.ci.houston.tx.us/departme/planning/home.htm

Planning and Development Dept., 611 Walker, 6th Floor. The NTAC assists neighborhood organizations in their search for information, resources and grant opportunities to fulfill their missions and goals. NTAC is a clearinghouse of reference materials and training information, grant opportunities, and program assistance where patrons can access specialty

publications, videos, the internet, and much more. The NTAC houses a wealth of plans, reports, and studies; grant newsletters; maps; training manuals; planning related subscriptions; newspaper articles; a computer bank; conference reference materials; and more.

NORTH HARRIS MONTGOMERY COMMUNITY COLLEGE SBDC 281-591-9374

www.nhmccd.edu

250 Sam Houston Parkway, E. Free counseling is offered, along with courses (FEES) covering idea evaluation, analyzing customer needs, and writing loan proposals. Inquire about the "Center for Business and Economic Development", which offers specialized training, conference planning, and organizational development for businesses of all sizes.

RICE UNIVERSITY (713-527-6060) Jesse H. Jones Graduate School of Management

www.jonesgsm.rice.edu/jonesgsm/Default.asp

Rice U. offers continuing education programs in Management, Accounting & Finance, Marketing & Strategy, Customer Satisfaction, Global Competition, and others. Some courses award CEU's. Call for fees and availability. Rice U.'s FONDREN LIBRARY (www.rice.edu/fondren/info/faq.html) provides comprehensive research information (713-348-5698).

SERVICES COOPERATIVE ASSOC. 713-932-7495

www.servicesca.org

9600 Long Point Rd., #150. SCA provides education, networking and support for emerging businesses. Also sponsors a for-profit business incubator (Entrepreneurial Development Center). Ask about the WOMENS' BUSINESS CENTER, an INCUBATOR for first stage, women-owned companies.

SILVER FOX ADVISORS, INC. 713-467-5900

www.silverfox.org

Silver Fox executives represent diverse business disciplines and provide practical, proven, and in-depth strategies for a wide range of business situations. Each member's purpose is to improve a client's sales, productivity, processes, and profitability. Each advisor sets individual fees which are considered reasonable when compared to other alternatives such as credit courses in numerous business related fields. Provides instruction at several off-site locations (West Houston and North Houston). Call 713-743-1060 for courses.

UNIVERSITY OF HOUSTON CLEAR LAKE Center for Advanced Management Programs 281-283-3121

www.cl.uh.edu/bpa/camp/services.htm

2700 Bay Area Blvd. CAMP's mission is to provide various services to business and government organizations. Programs are designed to refine and broaden skills, to offer consulting, and to meet diverse professional and educational needs. Call for an extensive listing of upcoming events, educational programs, and counseling services.